

# DOMINION SCHOOL OF TELEGRAPHY AND RAILROADING



TRAIN FOR GOOD POSITIONS AS,  
TELEGRAPHERS, STATION AGENTS, FREIGHT  
*and* TICKET CLERKS THROUGH DAY, EVENING  
OR HOME STUDY COURSES.

TORONTO,  
CANADA.

*The* EDITH *and* LORNE PIERCE  
COLLECTION *of* CANADIANA



*Queen's University at Kingston*

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mo  
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## Greater Opportunities in Telegraphy and Railway Station Work for Young Men and Women.

A GOOD position as Station Agent, Telegrapher, Freight or Ticket Clerk is awaiting you at some one of the many railway stations and telegraph offices in Canada—a business that is permanent, carries with it a good salary, and puts you in line for advancement, if you will train yourself to take advantage of the opportunity. There is no line of work that is more interesting, and that will afford you more chances for advancement, than Telegraphy and Railway Station Work. A skilled Telegrapher or Station Agent is always sure of a good position at a good income.

Read this book carefully, for the letters from leading Railway Officials endorsing our Course will surely convince you of the demand for men and women, and the opportunities for advancement.

The wages paid to Station Agents, Telegraphers, Freight and Ticket Clerks are given elsewhere in this book, and, in addition to these wages, the Agent at most stations receives free house, coal, wood, etc., as well as a commission on express and commercial telegraph business.

**The Course is easy to study.** Any average person with a common school education can study the Telegraph or Station Agents' Course with little effort, in about six months.

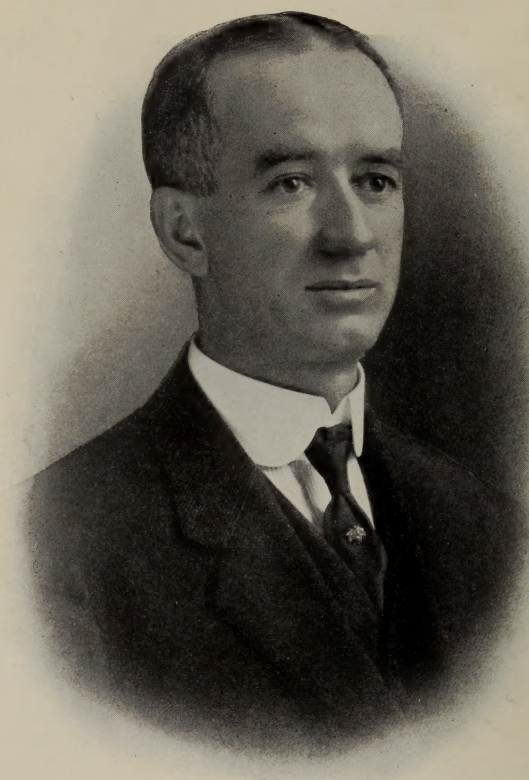
A **Young Man** qualified as a Station Agent has over 100 different avenues in which he can work, any one of which will earn him a good living; and a **Young Woman** qualified as a Commercial Telegrapher is always sure of employment at good wages.

The Telegraph and railway business is booming now, as a result of the European War, and it is likely to continue for years after the war is over. Therefore, the opportunities for securing steady positions at good wages are greater than ever before. Take your first step to a better position by enrolling in one of our courses TO-DAY. We will place you in a position just as soon as you are qualified, and secure you free railway fare to destination.

Yours very truly,

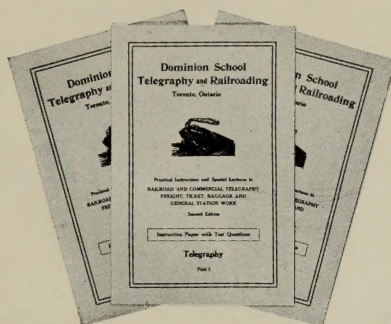
J. E. Cassan  
President.

DOMINION SCHOOL OF TELEGRAPHY AND RAILROADING



J. E. CASSAN, President.

Joseph Edward Cassan, President of the Dominion School of Telegraphy and Railroading, is a practical railroad and school man having spent seven years with the Canadian Pacific in the capacity of Telegrapher, Freight and Ticket Clerk, Cashier and Station Agent. Employed by the Grand Trunk in Toronto Union Ticket Office, and has had fifteen years' experience in technical training. This practical experience enables him to guarantee the instruction. Mr. Cassan wrote all the text books in the Station Agents' Course, and was the first to start the school along these lines. The students receive his personal supervision.



## You Can Easily Qualify by Using Cassan's Text Books.

Cassan's instruction books are the back-bone of the school—having been specially prepared for home study purposes, checked by practical railway men, and finally checked in the Audit Offices of the Grand Trunk and Canadian Pacific, they provide the student with the right kind of material necessary for his progress.

Thousands of dollars have been spent on these books, in order to make them **easy to study**. Any one with a common school education may take up our course and succeed.

Railway Officials throughout Canada have examined these books and **endorsed them as the best**. The Grand Trunk, Canadian Pacific and Canadian Northern Railways furnish us with all the regular books and report forms, just the same as if you were in a station office. Model monthly report sets are prepared in Telegraph, Freight, Ticket and Baggage work—worked out on the railway forms, and are the same advantage to our students here as a model set in book-keeping. **These books are protected by government copyright and cannot be used by any other school.** They are supplied to the student in pamphlet form as he progresses with his studies.

Mr. Cassan has spent **over \$50,000 in perfecting his System of Training**. So untiring have been his efforts, and so perfect the system of instruction that he has compiled, that hundreds of telegraph operators and station agents throughout the Dominion owe him a debt of gratitude for enabling them to qualify for a good paying position.

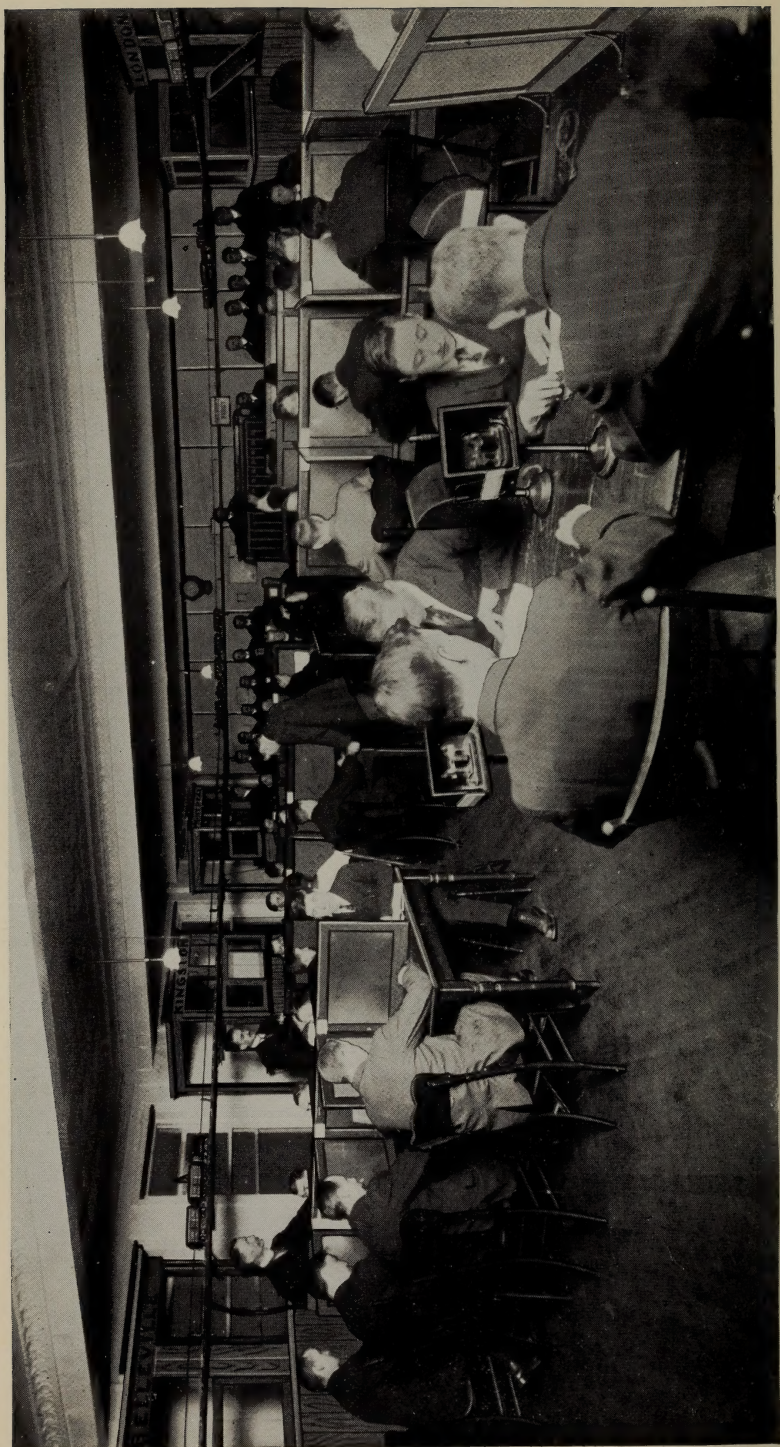
The system to-day is as near perfect as human ingenuity can make it. Cassan recognizes the differences between essentials and non-essentials. His curriculum of studies include only subjects that are of vital importance and have a direct bearing on all phases of a station agent's work.

Hundreds of graduates have written letters of appreciation.

Right now when the world's war has made everyone realize the importance of station agents and operators, is an opportune time for young Canadians to fit themselves for their life's work.

Cassan has helped hundreds of Canadians to mount the first rungs of the ladder of success. He can help you—young man—if you have ambition with the determination to do your part in fitting yourself for a good paying position.

Any young man, or woman, who is in earnest can master our course in **six months' time**, and begin earning good money at once.



Here is a partial view of our \$5000 equipment showing Stations, and Miniature Trains operated by Electricity on a double-track system. Main line Telegraph wires from C. N. Ry. are connected here. The largest and best equipped Telegraph and Railway School in Canada. Day and Night School open all the year.

## The Station Agents' Course.

This is the most complete of all our courses, and is recommended to the man who is ambitious for a future in the railway world. Graduates of this course are fully qualified to undertake a regular position with any of the Canadian Railways, and we have no difficulty in placing in good positions all who complete this course.

The instruction covers the subjects mentioned in the Complete Telegraphy, Freight, Ticket and Baggage Courses. It is the most complete course of its kind in existence and is by far the best course to take, as it opens up over one hundred different avenues in which to seek employment. The Telegraph on the railway regulates the salary, while your knowledge of Freight and Ticket work regulates your promotion. Every Telegrapher is required to sell Tickets, understand the Baggage work, and assist in a general way with the Freight work. The more ability you have as a beginner, the more rapid will be your progress and promotion. A Station Agency is a promotion to a Telegrapher.

The average time to complete this course in the Day School is six months, and students may finish this course in the same time as Telegraphy through the combination of our Home-Study methods, coupled with the instruction in the School. Young men employed in the city may also finish this course through the combination of Home-Study and Night School, in about nine months. Note what the Railway Officials say about this course, in their letters shown herein.

For full description of subjects taught, see following pages.

## What Railway Officials Say About the Agents' Course.

**C. E. FRIEND, Gen'l. Aud., C.N.R., Winnipeg, writes:—**

It is practically essential that all men desiring to get on in railway life should have a general knowledge of Freight and Passenger work, and if they can obtain this knowledge in your school while studying Telegraphy, they can undoubtedly get positions, and in a very short time, with a little experience at a regular station, take charge of some station, which would be impossible to do if they were only Telegraphers. Most of the stations in the West have not sufficient telegraph business to keep an operator at that work alone, and he will have to learn how to sell tickets, make out reports and assist in a general way with the freight records.

**A. HATTON, General Supt., C.S., C.P.R., Montreal, writes:—**

Your Course of Instruction is most complete, dealing as it does with every phase of the work of a Station Agent, and in this respect appears to me to be the best system for the purpose that I have yet seen.

Any pupil who graduates from your School should have no difficulty in securing a position, and **succeed.**

I shall be glad to do anything I can to place any pupils desirous of securing positions on our line.

## What Young Men Say Who Have Studied the Agents' Course.

Dear Mr. Cassan:—

You will think I have forgotten the school, but such is not the case. One year ago to-day I was in the ten word class, and to-day I am Relieving Agent.

I am working at Grasshill, Ont., and like the work fine. I have only been on night duty two nights since I left the school. Mr. C. Bloom was Night Operator here for two months and I was Agent. We never expected to get together.

I can highly recommend your instruction and text-books to anybody and think they are perfect. I am going to be on relieving until the new Lake Shore Line opens, then I will get a station.

Tell the boys to get busy, as there is a big demand for Operators and will be in years to come. Any time I can do anything to help the school or the boys along, just ask and I will willingly give assistance.

I send my best regards to all the Teachers and remember me to all the boys.

Yours very truly,

S. A. CLINE, C/o. C.P.R., Grasshill, Ont.

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Dear Mr. Cassan:—

Since leaving the School I have done pretty well, I think, and have always felt grateful to you and the School for the good training I received while there.

The Operators up here are the best ever and good fellows, too.

I have been relieving most of the time since coming here from the School and have been in several stations. The station I am in at present is a fair sized one, and has considerable work in connection with it.

The opportunities for Operators here are good, and anyone attending the Dominion School will surely find it to be the best. As a student who has gone through the School, I do not hesitate to recommend it every time and would advise any young fellow to go quick and take a course.

Wishing you every success, I remain,

Yours very truly,

SYDNEY L. BEATTY, C/o. C.P.R., Grassett, Ont.

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Dear Mr. Cassan:—

I thought I would write you a few lines to let you know I am well and doing fine. I am now Operator at Balgonie, on the Main Line, and have been here since last July. I just pulled \$125.00 last month. Our new schedule pays me \$73.00 per month, \$3.10 for each Sunday and 30c. per day extra for the hour. So my average salary is \$93.20 every month. That isn't so bad for a young man just starting out.

They have been after me several times to take an Agency.

I can assure you I am more than pleased with the instruction I received at your School and can heartily recommend it to any one interested.

Yours very truly,

D. S. COOPER, C/o. C.P.R., Balgonie, Sask.

## WHAT YOUNG MEN SAY—Continued.

**W. C. QUINN, C/o. C.N.R., Foleyet, Ont., writes:—**

As a graduate of the Dominion School of Telegraphy and Railroading, Toronto, and holding a first class position as a result of the training received, I am in a position to recommend the course to anyone who wishes to learn Telegraphy and general Agent's work.

The point I would like to impress on anyone is that the Dominion School will fit you for a similar position to mine if you go to this school with the intention of getting there. I was not asked to provide this testimonial by the school, but am only doing so to show my appreciation of what the school did for me.

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**FRED. W. BARTHOLOMEW, Chapleau, Ont., writes:—**

I take this opportunity of writing to thank you exceedingly for securing me this good position. I think it is one of the finest occupations in Canada.

My salary the first month was \$105.00, and has averaged \$100.00 monthly since, the lowest I have ever made being \$90.00.

I have no hesitation in recommending and speaking in the highest terms of your school to any young men who feel they would like the work. I do not consider the study difficult, as you qualified and placed me on the road in thirteen weeks from the day I commenced my studies in the Station Agents' Course.

**NOTE—**This young man holds the best record for graduating in so short a time.

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**I. D. LANOUE, Stoney Point, writes:—**

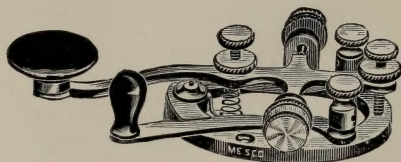
Having taken up the Station Agents' Course with the Dominion School of Telegraphy and Railroading, Toronto, and graduating between six and seven months, I was on my way home, but at the request of Mr. Cassan, I called to see the Chief Despatcher of the C.P.R. at London. After satisfying him of what I could do, where I had learned the operating, etc., he said, "I will have a job for you in a week or two."

I am now working at Caradoc, about 15 miles west of London, and am making on an average of \$80.00 per month, which I consider pretty good to start.

In talking to young men around here, I have always advised them to attend your school, and believe that any one that takes up the course and studies faithfully, will surely succeed.

## Complete Telegraphy Course

for the Man or Woman who wishes to Specialize.



This course covers instruction in both Railway and Commercial Telegraphy, and qualifies a student to immediately step into a regular position in either the railway or commercial service. Instruction with special lectures is given in the Day and Night School, the regular books and report forms being furnished by the G.N.W. and C.P.R. Telegraph Companies. A thorough course is given by mail with the use of the Learner's Outfit, or the Automatic Telegraph Transmitter.

Telegraphers entering the service as regular operators receive a standard wage to begin with. (See page 24.)

### SUBJECTS TAUGHT

Elements of Telegraph Operating. The Morse Code. Description of Telegraph Instruments. The Sending and Receiving Railroad Messages. Train Reports and Consists. Train Orders. Whistle Signals. Color Signals. New Standard Train Rules for Single and Double Track. Telegraph Car Report. Commercial Telegraphy. Switch Boards. Tariff Book and Reports. Office System. (Coupled with the regular work on the main lines from C. N. Ry.)

**Note**—Students going on the Railway should take up this complete course. The Commercial Telegraphy is usually taken by young women or men who desire to go into city and town offices, in which case the Railway work is left out of the course. The use of the typewriters are free to all students.

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**W. J. ALLEN, 22 Breadalbane Street, Toronto, writes:—**

A course in Telegraphy and General Railway work at the Dominion School has given me a larger earning power than I ever had before, and thoroughly equipped me for filling a still higher position with any Railway Company.

Since you secured me my first position with the Canadian Northern, I have had steady employment and advanced myself to Relieving Agent.

Scarcely a day passed but I found your instruction of great assistance and value to me, and I feel that my success has been due to the training I received at the Dominion School of Telegraphy and Railroading, Toronto. I conscientiously advise any young man who desires to increase his earning power and advance himself to take a course in this school.

## What Young Men Who Attended the Day School Say.



**J. E. DAWSON, St. Mary's, writes:—**

As a student of your school I wish to express my views regarding the high standard your school has attained in teaching railroad and commercial telegraphy. It is equipped with the most modern appliances and has the most excellent staff of teachers, whom I found to be courteous, painstaking and considerate, and I have no hesitation in recommending the school to anyone desiring to learn telegraphy thoroughly and quickly. You secured me a position at the end of my six months.

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**H. A. TIERS, C/o. C.P.R., Ridout, writes:—**

I wish to thank you for securing me a position on the C. P. R., after exactly six months at school.

The instruction I received could not have been better, as I find everything works out exactly in a practical way—Train Orders, Freight work, etc.

My monthly wages, including overtime, amount to \$73.00 per month, and I consider this a good wage for a young man just out of school.

I have every confidence, therefore, in recommending any one taking the course in Telegraphy or Station work at your school, as they cannot help but make good if they study.

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**F. G. MARTIN, C/o. C.P.R., North Toronto, writes:—**

In view of the ever increasing demand for efficient railroad help, I feel constrained, for the benefit of prospective students, to utter a few words of appreciation for what the Dominion School has done and is doing for the young men of to-day. This is an age of specialists, the age when fossilized methods are scrapped, the age when Railway Officials demand the best. Hence the Dominion School is to the prospective railroad student what the beacon light is to the lonely mariner navigating a strange sea.

When I look back at my own experience as a student at the Dominion, I see now that it marked a new epoch in my life. Absolutely ignorant of even the rudiments of railroading, I became, under the guidance of capable teachers, qualified to enter the C. P. R. Freight Department, which position I subsequently relinquished to enter the Passenger Department, and to-day I have charge of the Ticket Department at the Terminal, North Toronto.

I am convinced from my years of practical experience in the work that the Dominion School offers the most perfect system ever yet devised, and graduates of the school and Railroad Officials alike are unanimous in their appreciation of the thoroughness of the instruction given. Without doubt, the School offers the young man of to-day one of the most promising careers imaginable, and from a remunerative standpoint there can be no question that the expenditure involved in studying the course, is, for the advantages conferred, smaller than that of any other business or profession.

With warm wishes for the continued success of the institution.

## WHAT YOUNG MEN SAY—Continued.

**JOHN J. G. THIBRAULT, Scotch Village, N.S., writes:—**

This is to certify that I took up the course in the Station Agents' work with the Dominion School of Railroading, Toronto, and having secured a position with the D. & A. Railway, I can highly endorse the methods of instruction at the school.

The equipment is all that could be desired and the Instruction Books are the back-bone of the institution. They seem to give information relative to practical railway work, in a way that makes the subject **easy to study**, and I feel that any one that gives conscientious thought to the instruction can make a success of it.

I can highly recommend the School therefore to any one who desires to enter the railway service.

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**H. W. MARTIN, Kitchener, Ont., writes:—**

I have attended the Dominion School of Telegraphy and Railroading, Toronto, and found same very satisfactory. After attending the Day School for six months Mr. Cassan found me a position before I graduated. Telegraphy is most interesting, and if any young man is ambitious and takes an interest in his studies he cannot help but benefit by taking up this course.

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**KENNETH B. HERRINGTON, Flamboro, Ont., writes:—**

I am pleased to let you know that I am working for the C.P.R. at this place, receiving a salary of about \$80.00 per month. It is quite natural, therefore, that I recommend your school to any young man who is desirous of learning Telegraphy or Station Agent's work.

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**S. C. BOYLES, C/o. C.P.R., Beaucage, Ont., writes:—**

I wish to thank you for the prompt way in which you secured me a position as soon as I completed my course.

After attending your School for seventeen weeks, I had passed the 20-word-a-minute test, and three weeks after I came up here. I was Night Operator and receiving a salary of \$65.00 per month, which with overtime, will amount to \$83.00 per month. I think this is a very good start, considering that I never knew the first thing about railroading before coming to your school, also coming off a farm.

Remember me to the boys and tell them there are plenty of positions waiting for them as soon as they get through the School.

I would like to say, that had it not been for such good Instructors which you have at your School, I should never have gotten through so soon.

## We Guarantee Results.

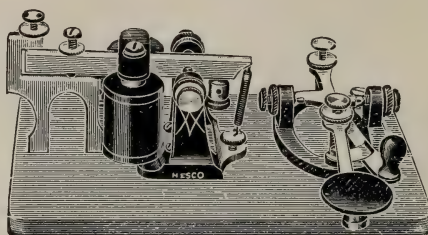


**Train Dispatcher's Office.**

This illustrates the Instructor, with a Student Assistant, acting as Train Dispatcher, working with the Senior Class. Having a double-track railway with freight and passenger trains operated from this desk, together with the regular train order forms supplied by the Railways, etc., **we guarantee results.**

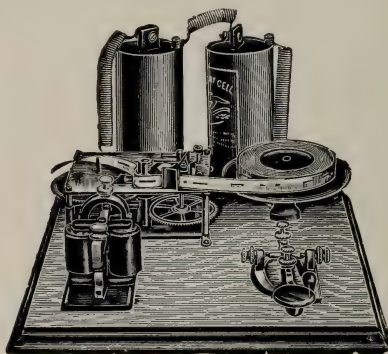
Fourteen stations are equipped with Train Order Boards, Semaphores, etc., and are so arranged that when a student receives an order and puts up the semaphore upon the arrival of a train, the train will stop; when orders are completed and semaphore let down, the train proceeds—just like it would in actual work. It's the most interesting part of the Telegraph or Station Agent's Course.

## Telegraph Outfit Furnished With Home Study Courses.



**Fig. 1. Learner's Set. Value \$3.00.**

Since the courses are prepared for home-study purposes, instruments are supplied for practice work in the Telegraph and Station Agent's Course. Students enrolling under Plan 1 (see price list), are loaned a Learner's Set (Fig. 1), or a similar Military Set, as soon as \$20.00 has been received, or it will be sent at once if student pays cash. With this outfit, it would be necessary for you to come to the School to finish up, unless you had some one to send for you. \$25.00 extra is charged if you come to Day and Night School to finish up, or \$15.00 extra for Night School alone.



**Fig. 2. Value \$25.00.**

Automatic  
Self-Teacher

Students enrolling under Plan 3 (see price list), receive the Automatic Transmitter (Fig. 2).

This machine is a sending and receiving apparatus and is guaranteed to send for you at any desired speed, in order to give you the necessary practice in receiving—that part you could not get at home unless you had the machine. If after 15 days' trial you don't find it as represented, return it and a refund credit of \$25.00 will be given.

Twenty-seven records are furnished, containing about 10,000 words. These records run through the machine from 5 to 40 words a minute.

This outfit is sent by express as soon as student pays cash for course, or it will be loaned when \$30.00 has been received on the instalment basis, and becomes your property when course is paid in full. Should you desire at any time to come to School to finish, you may return the machine (if in good condition) and pay \$15.00 extra, or keep the machine and pay \$25.00 extra. The machine may be purchased alone for \$25.00 cash and carries the same guarantee.

## What Students Studying At Home Say.



**J. G. STEPHENS, Pacific, B.C., writes:—**

Within a few weeks of finishing the Station Agent's Course by mail I obtained a position as operator with the Grand Trunk Pacific, and inside of six months was appointed Agent at this Terminal, which brings in a salary of about \$100.00 per month.

There is no doubt in my mind that if I had not had the training your course gave me, that I should not have been able to handle the job when given a chance.

The Automatic Transmitter also I found most useful, as it gives one the necessary practice in learning receiving.

**F. C. HOCKLEY, Brandon, Man., writes:—**

I am pleased to see you take such a personal interest in your students. As regards my own progress, I think I am getting on fairly well. I find the studies very interesting, and your system of teaching I consider is perfect. Any student who becomes fully acquainted with your instruction, should be competent to take on the practical duties required of him.

**HAROLD WEST, Windsor Jct., N.S., writes:—**

I received the Automatic Transmitter, and consider it the ideal thing for learning Telegraphy at home. I can now receive 10 words per minute, and am practicing every spare moment.

**F. E. LANE, Sarnia, Ont., writes:—**

I am very much interested in the Station Agent's Course I am taking up at home, and am glad to know that you and the Instructors are interested in making my progress easy.

It is also helpful to know, that what others have done we can do by devoting our time and energy the right way, and making our mind up to succeed.

**W. J. ROSE, Acme, Alta., writes:—**

Received the Automatic Transmitter and am very much pleased with it. I have been practicing in all my spare time receiving and sending, and am getting on well.

Thanking you for your interest.

## Ticket and Baggage Course.

The Ticket course qualifies a student in handling the Tickets at the average Railway Station or the work in a city or town office. It applies to any Canadian Railway and is a very important course for a Telegrapher to have. **Instruction is given by mail.** In the Day and Night School, lectures and practical demonstrations are given, the regular ticket case and railway forms being used by the student.

Since the Ticket Sales of station and city offices form part of the railway revenue, you will see how important it is to have a thorough knowledge of this work. Fully ninety per cent. of the Telegraphers sell the tickets at stations. Ticket Clerks are employed in city and town offices, also on electric railway lines.

The Baggage course qualifies a student as a Station Baggage-man for any railway or steamship line. Students taking the Ticket Course should also take the Baggage, for in Railway work, Telegraphers and Ticket Clerks must understand Baggage.

### SUBJECTS TAUGHT

Local Card Tickets. Local Book Tickets. Foreign or Coupon Tickets. Ticket Sales Book. Method of Making the Sale of a Ticket. Entering Records of Sales. Arranging Ticket Case. Exchanging Tickets. Requisition for Tickets. Theatrical Troupes. Excursion Parties. Conventions. Ticket Reports. Office System. Methods of Filing Circulars and Tariffs. Balance Sheets, etc.

Baggage Rules and Regulations. Articles which may be Checked. Articles that will not be Checked. Authority for Checking. Free Allowance. Excess Baggage. C.O.D. Storage. Delivery and Forwarding. Bicycles, etc. Commercial Travellers. Theatrical Baggage. Corpses. Baggage Rooms. Reports, etc.

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**A. C. SHAW, Gen. Passenger Agent C.P.R., Winnipeg, Man., writes:—**

A school where young men can learn the ground work of Passenger Department or Railroad Ticket Selling is one that I should like to see meet with success, as it would enable us to procure employees with some knowledge of the work, the shortage of which, at the present time, renders it extremely difficult for us to properly equip our Ticket Offices in the West.

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**U. J. MANGAN, Toronto, Ont., writes:—**

Wish to thank you and your staff for the kind interest you have taken in securing me this position in the C. P. R. Ticket Office, Winnipeg, after attending your School for five months.

Your kindness and instruction exceeded my expectations, and from my connections with other business institutions, I am in a position to say that all colleges do not put forth such instruction, or such efforts to secure positions for their graduates. It is with very much pleasure that I now take this opportunity of testifying to the thorough and practical instruction and kind attention given me while attending the "DOMINION," and wish you every success.

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**Other References—**E. J. Riedel, Moosejaw, Sask., Ticket Agent;  
F. G. Martin, Ticket Agent C. P. R., North Toronto.

## The Freight Course.

This course covers instruction applicable to the C. P. R., G. T. R. and Canadian Northern Railways, and is the most practical course of its kind in existence. It covers fully the regular work in a freight office or station. The instruction is supplemented with the regular books and forms of reports, which are supplied to us by the three railways. This course will qualify a student for a position in any freight office in Canada. **Instruction is given by mail** and supplemented in the Day and Night School by lectures and practical demonstrations, the students working on the regular books.

An army of clerks are required to handle the Freight business of the railways. A glimpse into the Freight Offices at Toronto, Montreal, Winnipeg and the smaller cities and towns will convince you.

Hundreds of Telegraphers are handicapped on the railway at present on account of not having a knowledge of the Freight business. Good Telegraphers and good Ticket men are obliged to turn down promotion, on account of not knowing the Freight work.

Think of the enormous Freight business the railways are doing now. Think of the electric radial lines, that will be handling Freight. Thousands of Clerks, Freight Agents, etc., will be required. You do not have to give up your present position to qualify in this work—learn it my mail.

### SUBJECTS TAUGHT

Shipping. Bills of Lading. Way-billing. Classification. Local Freight Shipments. Through Freight Shipments. Live Stock Shipments. Through Way-billing. Exports. How to Handle Inward and Outward Freight. Advice Notes. Warehouse Books. Inward and Outward Freight Reports. Over, Short and Bad Order Reports. Tariffs, Cash Book. Remittances. Balance Sheets. Office Systems, etc.

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## Railway Experts Endorse Our Work.

The instruction in the Freight Course has been checked by the Audit Offices of the Grand Trunk and Canadian Pacific Railway—the highest endorsement we can secure. Since all reports relative to station work must be sent to the Audit Office for approval, you will appreciate the value of such an office checking our instruction—in fact it is sufficient in itself to prove the instruction to be practical.

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**W. B. LANIGAN, Ass't. Freight Traffic Mgr., C. P. R., Winnipeg, Man., writes:—**

I have looked through your course as far as it relates to the instruction concerning freight work and I am very much impressed with its usefulness.

With the great extension in railway mileage and the increase in business there is every year a corresponding increased demand for young men with a freight training and knowledge, and of course increasing opportunity for young men who embrace this walk in life. A course such as you have instituted, I consider, would fit a young man for employment in the Freight Department of any Canadian railroad and start him towards any goal that his natural abilities would warrant his gaining. There is no question in my mind that there is, and will be for many years, a great demand for any young man who has qualified himself in the course which you have outlined.

## Practical Results From Studying the Freight Course.

**A. J. CAKEBREAD, C.P.R. Freight Office, Hamilton, Ont., writes:—**

I am more than pleased with your course of instruction in Freight Traffic work, and can give you the highest praise for your guidance, as I find your text-books to be practical.

You did not waste much time in securing for me a position with the Canadian Pacific Railway at Sudbury, which is a fairly busy station. While at Sudbury, I went through every desk, namely, Advice Notes, Abstracts, Outward and Inward, Billing, Cashier, Claims, and finally was Accountant and Chief Clerk. All of this advancement was made within a year. I am at present earning \$70.00 per month, as Accountant in the Freight Offices here, and I can assure you that it takes a man with the practical knowledge of railroad work to be able to make out a balance sheet for his station, as it is a joint station with the T., H. & B. Railway. Before leaving Sudbury they offered me \$80.00 per month, but I considered the experience at Hamilton to be an advantage to me.

I have every confidence in recommending your course.

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**A. JOHNSTON, Carlisle, England, writes:—**

In December last I made application to the Canadian Pacific Superintendent at Fort William for a position with that Company, and it gives me pleasure to inform you that I have been offered and accepted the appointment. I leave this country Feb. 28, and hope to reach Fort William about March 10th.

Before my departure, perhaps you would kindly send me any useful information pertaining to the C. P. R., with a few of this Company's most important forms if you think it necessary. I have not yet been informed in what Department I will be located, but I anticipate it will be the Freight.

When applying for a position, I mentioned that I was a pupil of your School and this fact has apparently been a strong recommendation in my favor.

As I will not have completed the full course prior to my departure, it will be necessary for me to continue it in Canada.

I thank you for your interest in my behalf.

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**KENNETH M. BUCHANAN, Dominion, N.S., writes:—**

I want to express my thanks for securing me a position in the C. P. R. Freight Office, Toronto. Having worked for the Dominion Coal Co. for five years, I did not see any possible chance to better myself, so I decided to take up your course in Freight work, with a view of getting into the railway service. After five months study, I completed the course and Mr. Cassan secured me a position in the C. P. R. Freight Office, Toronto, at a commencing salary of \$50.00 per month.

I can earnestly recommend any young man to take up this line of work, knowing that it has helped me to better myself and to enjoy life.

## Read What Railway Officials Say About Our Course and the Demand for Our Graduates.

**D. C. COLEMAN, Ass't. General Manager, C.P.R., Winnipeg, writes:—**

After examining your Instruction Books, I feel satisfied that students taking up your course will receive a practical insight into the Station work. The idea of instructing students as to the clerical duties connected with Station work is a good one, and I feel quite satisfied will prove very beneficial, not only to the students themselves, but to the Railway Companies that employ your graduates.

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**GEORGE T. ROOKE, Chief Operator, C.P.R., Toronto, writes:—**

I have visited the Dominion School and find it thoroughly equipped and well managed in every way. Mr. Cassan has supplied us with quite a number of young men on Eastern Lines at times when we needed them badly. These men were not only well qualified as Telegraph Operators, but also well posted in every branch of Station work, and so far as I know have given satisfactory service.

I am quite free to say that the School has benefited us in the past, and have no hesitation in saying that such will be the case in the future.

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**J. W. WANSBOROUGH, Chief Disp'r., C.P.R., Toronto, writes:—**

I have personally examined the instruction books and method of work carried on by the Dominion School and have no hesitancy in stating that the books are practical and believe them to be the best ones in use. In fact, I have been quite surprised at the efficient way in which the students you have sent to me have been qualified to take regular positions without any previous knowledge of the work, or without any practical experience on the Railway.

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**P. J. LYNCH, Supt., G. T. Ry., Allandale, writes:—**

The telephone system, which has recently been installed on this Division is used only for despatching purposes. In electrical storms it is necessary to use the Telegraph. A knowledge of the Freight, Ticket and Baggage work is undoubtedly essential for advancement in station service.

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**J. P. SMITH, Inspector of Agencies, C.P.R., Montreal, writes:—**

I do not see any possible chance for the telephone to replace the telegrapher, while the telephone is a great boon to train despatching, the knowledge of telegraphy is essential. I do not know of a better business for a man to enter than railroading, and the station work is one of its most important branches.

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**J. W. CRANE, Chief Disp'r., C.N.R., Saskatoon, writes:—**

After a careful perusal of your literature, I find that what you claim is just what is required in this Western country.

There is a large field here for competent telegraphers and men of the stamp that you propose turning out will certainly experience no difficulty in securing employment on any road.

## RAILWAY OFFICIALS' LETTERS—Continued.

**GEORGE E. GRAHAM, Ass't. Gen. Supt., Vancouver, B.C., writes:—**

Referring to our conversation this morning, I feel thoroughly convinced that if any young man will apply himself to the lines of instruction as mapped out in your booklets, he can, in a very short time fit himself for a railroad position, in connection with which the supply of capable applicants is always far below the demand.

Your School should provide the connecting link between hundreds of ambitious young men and the railway systems of Canada.

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**M. B. MURPHY, Supt. C.N.R., Fort Rouge, Man., writes:—**

From a personal investigation into your methods, and an examination of your instruction books and blanks, I am free to acknowledge that my opinion is that your system is practical and thorough in every respect, and if the course is fully followed out by an energetic student, the knowledge gained should be practical.

The demand in Western Canada for this class of competent railway men in my judgment, is sufficient to justify young men taking up the work.

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**C. E. MANSFIELD, Chief Disp'r., C.P.R., Calgary, Alta., writes:—**

I have thoroughly examined your course of instructions and consider it contains the requisite knowledge for anyone desirous of securing a position in the station service of a Railroad Company. It adheres to the line of work as actually performed, and am confident that this course industriously pursued would in a short time place the student in possession of knowledge which would otherwise take him months or years to obtain.

I would consider the supplementing of these instructions with a course in telephone work as applied to the movement of trains necessary for those who would find employment on that part of the railroad where this system is now in vogue.

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**H. H. BREWER, Gen'l. Supt., G.T.P., Winnipeg, Man., writes:—**

After explaining to me your system of teaching Telegraphy and Railway Station work in general, I am of the opinion that, with reasonable application on the part of the candidate, such a course of training should fit men for railroad service.

I may say that there is a growing demand for good men in that class of service in Western Canada.

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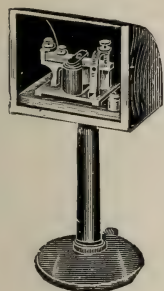
**A. H. MANSFIELD, Chief Disp'r., C.P.R., Brandon, Man., writes:—**

After carefully examining your system of teaching railroad work, I am satisfied that any young man who has the ambition and will take up your course of railway work need never be without a position.

The demand for Telegraphers and other station employees in Western Canada is certain to be very heavy for a number of years. Steady and reliable men are always in demand.

I take pleasure in recommending your School to any who are desirous of entering the railway service.

## Young Women Wanted as Commercial Telegraphers.



Heretofore women have not been employed in Railway Stations, but the great demand for men in military work has made Telegraphers scarce, and the time is coming when Railway Companies will be obliged to employ women in their station offices.

The introduction of the Day and Night Lettergram in Commercial Telegraphy will greatly increase the Telegraph business, for 50 words may now be sent at a slight increase over what it formerly cost to send 10 words. This means that more Commercial Telegraphers will be required. Naturally in sending 50 word Telegrams it is going to take five times as long as to send ten words—you can readily see what a demand this is going to create. No more practical course is offered young women than Commercial Telegraphy.

**The study is easy** and very fascinating. The work is light, clean and pays good salaries right from the start, much better than Stenographers or Bookkeepers receive.

The same code is used in Commercial Telegraphy as in Railway work—the difference in the two courses however, is, that young men going on the Railway must study Railway rules, Train orders, Railway and Commercial Telegraphy, whereas, young women just study Commercial Telegraphy. (See list of subjects taught on page 8.)

Positions are secured graduates in city or town offices throughout Canada.

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**J. L. ORBISON, Chairman of the Board C. H. & D. R. Co., writes:—**

There is no vocation that gives greater chance for advancement than that of the telegraph operator. Many young men starting as operators now hold the leading positions in the railroad world of to-day. Telegraphy is a grand thing to fall back on, even if a **young man or woman** should not intend to make immediate use of it, spare time and money cannot be better employed than in acquiring the art.

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### POSITIONS SECURED

Dear Mr. Cassan:—

I am pleased to say that through the instruction received during the five months I attended the Dominion School of Telegraphy, I was able to take a position as a Commercial Telegrapher, and can recommend your School to any person contemplating taking up Telegraphy.

yours sincerely,

MISS LOLA GALBRAITH, Toronto.



# What Commercial Telegraph Officials Say About Our Course and the Demand.

D. COONS, Supt. of Telegraphers,  
C.P.R., Calgary, Alta., writes:—

I have to-day had the pleasure of examining the method of instruction and the system of text books used in your Railroad School at

Toronto. I have had some experience in schools of this character and can freely say that both these important items more nearly parallel actual working conditions than any I have seen.

The text books are specially valuable as they are up-to-date and complete in the fundamental principles of the Departments with which they deal.

There is certainly a great many openings in the Commercial Telegraph Department, as I am on the lookout at all times for Operators of ability and industry, and **young men or women** who understand the working principles of the telegraph instruments can readily find profitable and enjoyable occupation with the Telegraph Companies.

## The Great North Western Telegraph Co. of Canada.

W. G. BARBER,  
DISTRICT SUPERINTENDENT.

Toronto, Ontario, December 13th, 1915.

Mr. J. E. Cassan, Principal,  
Dominion School, Telegraphy & Railroading,  
Toronto, Ontario.

Dear Sir:—

I have read with much interest your different booklets containing instructions and special lectures in Commercial Telegraphy, and I take this opportunity of stating that the instructions contained therein are both practical and well devised, and if carefully followed by your students they should develop along the proper lines.

There is still a good field for Telegraph Operators, and we find it difficult to fill many of the vacancies that occur from time to time, and good operators should experience no difficulty in securing positions. The typewriter is taking a very prominent part in Commercial Telegraphy and it is necessary that operators be familiar with its use in order to secure good positions.

Yours truly,

W. G. BARBER, Dist. Superintendent.

*The Great North Western Telegraph Co.  
of Canada.*

*Geo. D. Perry*  
General Manager.

*Toronto, Ont.* January 18th, 1917.

J. E. Cassan, Esq.,  
President,  
Dominion School Telegraphy & Railroading,  
Cor. Yonge & Grenville Sts.,  
TORONTO, ONT.

Dear Sir,-

Replying to your letter of 11th inst., I have to say that the demand for competent telegraph operators is as great at the present moment as at any time in our history, and the remuneration paid is of course proportionately larger than ever before.

From present indications it would seem that this situation will obtain even to a greater degree in the future.

This Company will always be glad to employ any competent operators whom you have to offer and for whom we have openings.

This Company is also willing to take any advanced students who may not be quite competent for actual work and provide means for finishing their study in telegraphy.

Yours truly,

*Geo. D. Perry*  
General Manager.

P/R.



Another View of Senior Department, showing Stations on the Miniature Railroad.



## Wireless Telegraphy.

Owing to the European war, and the fact that the Government has made it compulsory for all vessels on the Great Lakes to be equipped with wireless apparatus, there is bound to be a growing demand for Wireless Telegraph Operators. The Wireless Telegraph Companies are to become a great factor in handling commercial business, in opposition to the Commercial Telegraph Companies. It thus affords great possibilities for the students of Telegraphy, and now is the time to take advantage of them. A summer spent aboard a lake steamer as Wireless Operator provides an ideal vacation with pay, and the best of meals and accommodation. The salaries range from the equivalent of \$50.00 per month to \$120.00.

It must be understood that there is a difference in the railway telegraph code and the wireless code. The difference, however, is only slight, only six characters in the alphabet. The Wireless Code is called the Continental, while the other is called the Morse.

You should take up our regular course in Commercial Telegraphy and couple this with a textbook on the wireless apparatus. This book may be secured for \$3.00. You will notice on this page where the Marconi Company secure their operators, which is simply confirming the advice that we give you here.

If you are unable to attend the School personally, we can arrange to secure you an automatic wireless apparatus, which will send for you in the Continental Code at any speed desired, price \$25.00, or it may be secured with the Home-Study Course by adding \$25.00 to the price of the course.

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### THE MARCONI WIRELESS TELEGRAPH CO., Montreal, writes:—

When we engage Morse Operators, we train them at one of our stations. We invariably select operators who have had good practical commercial telegraphic experience and who know the ins and outs of the telegraph business pretty well. We have found that after about two weeks' training at one of our stations, these men are able to take regular duty, although, of course, their work is under constant supervision for some time after that until they have gained a thorough knowledge of the apparatus.

Positions are secured by the School.

## The Monthly Wages Paid.

Every Station is scheduled to pay a certain standard monthly wage. Graduates receive this wage to start. Most Station Agents receive, in addition to wages, free house, fuel and light, all the land they require for garden, besides making commission on Express business averaging from \$10 to \$50 a month.

### Wages Paid in Ontario

	Average.
Telegraph Operators .....	\$75.00
Station Agents .....	81.00
Relieving Agents (50c. per day extra for expenses)....	90.00
Train Dispatchers (1st year) .....	124.00
“ “ (2nd year) .....	129.70
“ “ (3rd year) .....	141.10

The wages in **Western Canada** average from \$10.00 to \$15.00 per month more in each case.

The wages paid Commercial Telegraphers average from \$50.00 to \$100.00 per month.

The wages paid to Freight and Ticket clerks depend on the office employed in. They average from \$50.00 to \$75.00 per month.

Promotion is governed by ability. Operators are promoted to Agents. Agents to Train Dispatchers, Train Masters and Superintendents. Show your ability by having the Station Agent's knowledge.

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**GEO. BURY, Vice-President, C.P.R., Montreal, writes:—**

We will employ your students when capable.

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**A. HATTON, Gen'l. Supt. Car Service Dept., C.P.R., Montreal, writes:—**

I am heartily in favor of your plan of teaching and will be glad to do anything to help with getting students placed in positions.

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**A. WILCOX, Gen'l. Supt. C.N.R., Winnipeg, Man., writes:—**

After perusal of your instruction papers and personal conversation with yourself in connection with methods which you employ in connection with your School, I am convinced that any student taking up the course and graduating will receive a practical insight into general station work.

I was particularly struck with the fact that you are instructing students along the line of clerical work required in stations. This phase of the work will be very beneficial, as we frequently find operators applying for employment who know nothing whatever about station work, and they cannot be considered a desirable class.

In the past, during certain seasons of the year, we have not been able to get sufficient competent operators and agents to fill the demand.



T. L. KENNEDY, Instructor.

T. L. Kennedy has had 32 years' experience on the Northern Division, Grand Trunk Railway, having worked as Telegrapher and Station Agent at many of the important stations.

This experience qualifies Mr. Kennedy in every way to take charge of the Senior Department of the School, supervising the instruction in the Freight, Ticket and Baggage Courses. Students receive his personal attention.

### Mr. Kennedy's First Impression of the School's Course.

Before entering the employ of the Dominion School of Telegraphy and Railroading, I was like most experienced Railway Agents, very dubious about the results received by pupils attending Telegraph Schools.

After a thorough investigation of their methods of teaching Telegraphy, Freight, Ticket and Baggage through a regular course of text books specially prepared for the purpose, I was simply amazed at the thoroughness of it all.

When I look back at my experience as an Agent, how I criticized Telegraph Schools, etc. I must confess, it was ignorance of the facts, and now there isn't any doubt in my mind that a graduate will succeed and that the School offers unlimited opportunities to young men of to-day.



**G. A. FERGUSON**, Instructor.

**G. A. Ferguson** joined the staff of the Dominion School in 1911, coming to us as an experienced man from the Canadian Northern Railway. He has charge of the instruction work in the Junior and Intermediate Departments of Telegraphy and supervises the Telegraph instruction in all the different classes in the School.

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**D. P. GLENN**, formerly Senior Instructor, and now Agent on Canadian Northern Railway at St. Jean, Man., writes:—

The demand for Telegraphers throughout the West never was better, and there will be an increasing demand on account of the war.

My advice to young men thinking of taking up Telegraphy and Station Agent's work would be to "DO IT NOW," for with the training received there, they are bound to succeed.

My experience in your School as Instructor for two years enables me to highly recommend your course of instruction, as every word in your text books is practical. I, therefore, would not hesitate in recommending a graduate of yours to any railway for a position.



MISS VERDA UNGER, Secretary.

Miss Verda Unger is Secretary of the School, and has complete charge of the office records. Having had twelve years' experience in stenographic and office practice, Miss Unger is thoroughly competent to hold such a position.



MRS. A. E. CAMPBELL,  
Instructor.

Mrs. A. E. Campbell instructs in the Intermediate Department of Telegraphy. Having had five years' experience in both the Canadian Pacific and Great North-Western Telegraph Companies, and having passed all the examinations in our Station Agents' Course, Mrs. Campbell is thoroughly competent for such a position.

## What Induced These Young Men to Study Railway Work.

**A. D. STEWART, Blue Mountain, N.S., writes:—**

Before taking up the Station Agent's Course with the Dominion School of Telegraphy and Railroading, Toronto, I was at home on the farm, and although I had school teaching experience, I thought there were better prospects in the railway work.

I graduated in six months and three weeks, and was immediately placed in a position on the C.P.R. District No. 1. At present I am operator at Central Ontario, which is a joint station with the C.N.R., and a fairly busy place. This position pays me \$70.00 per month, which, with my overtime, will amount to \$80.00 or \$90.00. This I consider good pay for a young man just starting out.

I, therefore, highly recommend the instructions and the textbooks of this School to any one, and would advise any young man to go and take a course.

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**W. N. HAMILTON, West Toronto, writes:—**

Before entering as a student in the Dominion, I was employed at the plumbing trade, but having a dislike to this occupation, I decided to try Telegraphy.

My attention was first called to the School by seeing the advertisement in the Mail and Empire. I called at the office and got the different courses fully explained. I decided the next day to take a Station Agent's Course.

I consider the School and instructions first class, the text-books giving the School a lead on other schools.

I find the President and Instructors very obliging and willing to give any information asked for. The Lectures on Freight, Tickets and Rules are of great benefit to us all. I hope they will be continued.

P.S.—This student is now receiving \$85.00 per month.

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**R. J. HEARD, Oshawa, Ont., writes:—**

My previous occupation to that of being a student of the Dominion School of Telegraphy and Railroading, Toronto, was carpentering in Oshawa, Ont.

I first heard of the School through a friend of mine who was Assistant Operator in the G. T. R. Station at Brooklin, Ont. He attended the Dominion School to finish his education as Station Agent.

I find the School just as it was represented to me. I like your method of teaching and the ability of and experience of you and your teaching staff.

I am fully satisfied with your instruction papers which I find very clear and easy to understand.

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**W. J. PENGELLY, Brantford, writes:—**

Before attending the Dominion School of Telegraphy and Railroading, Toronto, I was engaged in farm work at Saskatchewan, and as I was looking for some good business to follow, I decided on railroading. After taking up the course with this School in Station Agent's work, and graduating, I was immediately placed in a position, and found the instruction very practical.

## How We Secure Positions.

The securing of positions for our graduates is the easiest part of our work, for we have arrangements with the officials at the various divisional railway centres to apply to us when in need of Telegraphers, Freight Clerks, etc.

It is most natural that they should apply to us, when this School has been in business for over fifteen years, and is endorsed by the Railway Officials—some of their letters distinctly say so. We have plenty of opportunities for students to take positions as Assistant Agents before they finish their course. Here are a few letters that illustrate how we secure positions:—

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**J. J. SCULLY, Gen'l. Supt., C.P.R., North Bay, writes:—**

Your telegram date. We require operators at Chapleau. If you will have the young men referred to report to our Mr. Cavers, Chief Dispatcher, on arrival at Chapleau, he will put them to work. Transportation enclosed herewith.

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**J. W. WANSBOROUGH, Chief Dispatcher, C.P.R., Toronto, writes:—**

Manitoba Division asking for 12 operators. Schedule salaries. We cannot supply them from here, what about you supplying them?

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**E. P. BARKER, Chief Dispatcher, C.P.R., Sudbury, writes:—**

We want a number of operators for Lake Superior Division. How many available and when can you send them?

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**P. H. FOX, Chief Dispatcher, C.N.R., Capreol, writes:—**

We require five competent Agents and Operators at once, and expect to need an additional five or ten in the very near future. Have you any men capable of filling these positions? We must have men who know station work, in addition to being able to send and receive not less than 25 words per minute. If you haven't any competent men available at present, please advise if I may expect you to have any in the near future. Telegraphers who are acquainted with station work are extremely scarce at present.

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**J. T. ARUNDEL, Gen. Supt., C.P.R., Toronto, writes:—**

I beg to acknowledge receipt of your letter of 27th instant, and have written Superintendents on this Division, calling their attention to your School, and asking them to apply to you when they are in need of Operators.

## HOW WE SECURE POSITIONS—Continued.

**P. H. KING, Agent, C.P.R., MacTier, writes:—**

How are you fixed for Car Checkers. Want a good man to start right away; \$50.00 per month with a raise to \$70.00. The man you sent me before is going out as a Telegrapher, and I want a man to replace him. Pass will be furnished him through Mr. Lott at the Union.

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**J. C. BROWN, Freight Agent, C.P.R., Toronto, writes:—**

We are in immediate need of seven experienced Freight Clerks to carry on work at this office. Can you supply them?

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**H. R. McLENNAN, Chief Dispatcher, G.T.R., London, writes:—**

Replying to your letter, if you are sure that the young man mentioned is competent to fill a position as Operator, you may send him to London to see me. I can place him as Relieving Operator, provided he can pass the necessary telegraph and rule examinations. Mr. W. S. Wilson, Supt. of Transportation, will furnish him transportation upon request.

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**Supt. Telegraph, G.T.R., Montreal, writes:—**

Replying to your letter, I have instructed the various Chief Dispatchers to refer all applicants who desire to learn Telegraphy to your School at Toronto. I believe that it will be very much to your advantage to have your pupils examined by the Middle Division Rule Instructor.

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**R. T. MORAN, Chief Disp'r., C.P.R., Schreiber, Ont., writes:—**

Your letter. I am arranging transportation for Mr. Arbogast and three men, and it should reach you shortly. I expect that we shall be in need of several more men shortly, and would be glad if you would let me know of any men who would suit us. Thanking you in advance.

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**D. J. QUINLAN, Chief Disp'r., G. T. Ry., Allandale, writes:—**

I expect to call on you for more men before very long, and I hope you will be able to supply them as satisfactorily as you have in the past.

## How Students Appreciate the School's Service While Studying.

**F. G. MARTIN, Toronto, writes:—**

Dear Mr. Cassan,—Very many thanks for your kind letter inquiring about my welfare and progress in the School.

It is certainly helpful to get such a letter from the head of the establishment, and a personal note so feelingly expressed touches a responsive chord in one's nature.

When one feels that the interest is not a matter of dollars and cents, but rather that of brotherly concord, it enheartens a student and gives him the desired impetus to make his work an unqualified success.

So far I can honestly say that the work is really fascinating. I have had almost three weeks' instruction and on the whole, think I am making very good headway. I am satisfied that constant application, continual reviewing and incessant practice, combined with thoughtfulness at all times is the only known road to competency.

Be assured that I shall do my utmost to make good, and at all times will endeavor to be a credit both to the School and Staff.

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**J. C. MONTURE, Hagersville, writes:—**

Dear Mr. Cassan,—In reply to your letter would say that I am making wonderful progress under the system you have of teaching Telegraphy. I am already in the 20 word class and in the last day or two am beginning to master the receiving part readily, and should, in a few weeks, find myself in the 25 word class.

I am much pleased with the instruction so far, the Instructors showing much interest in each and every student.

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**JEAN THIBEAULT, Hectanooga, N.S., writes:—**

Dear Mr. Cassan,—I wish to call your attention to the progress I have made since I enrolled in your Station Agent's Course. It is now three months since I started and am in the 25 speed class. This I consider excellent progress.

It is a great satisfaction to know that you and your Instructors are anxious for the student's welfare, and I sincerely appreciate the assistance that I am receiving.

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**F. G. GUERETTE, St. Leonards, N.B., writes:—**

Dear Mr. Cassan,—I can highly recommend the Dominion School of Telegraphy and Railroading, at Toronto, for after graduating in the School, I was immediately placed in a position on the C.P.R.

## HOW STUDENTS APPRECIATE—Continued.

**J. HOWARD PATERSON, Kerwood, Ont., writes:—**

Dear Mr. Cassan,—I wish to take this opportunity of thanking you for the interest you are taking in me as a student in your Day School. I came here not knowing anything about the work and after spending three weeks' time studying, I feel as though I was making progress.

I am well aware that the work requires a continuous review and practice on the exercises and I am doing this every night. Although I have not been studying on your books of instruction for any length of time, I find that as far as I have gone they are so arranged that one exercise leads on to the other and I think that I will be able to master the work.

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**ROBT. BOLTON, Jellyby, Ont., writes:—**

Dear Mr. Cassan,—I appreciate your encouraging letters very much, and to know that you take such an interest in your pupils. Although I have only attended the School for a week and a half, I feel I have made good progress. The instructors are always ready and willing to assist a pupil in any difficulty he may find in his studies, and I think your School is certainly excellent for training young men for the railway service.

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**W. R. MASON, Toronto, writes:—**

Dear Mr. Cassan,—In reference to your recent letter of enquiry as to my progress, I am glad to be able to tell you that I am getting along well and have started to receive. I have only attended the School a little over a week and I must say that my progress has been quicker than I expected.

The splendid instruction papers and the kindly interest and patience shown by the instructors makes hard work easy and gives one encouragement to stick at it.

In closing I would say that I am very glad I took up this course and trust that I shall number amongst those many students of yours who are in good positions and earning good wages.

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**CHAS. L. TOBIN, Montreal, writes:—**

Dear Mr. Cassan,—Your letter to hand and contents noted. I indeed am glad to hear that you are taking a personal interest in my progress.

It is indeed very kind of you to ask me to write you personally, and I feel although my progress is slow, I have some one who will always help me when I am in need.

The results of my examinations in Freight Part 1, and Telegraph Part 1, have been marked "good." I am looking forward to going to Toronto this summer to finish up in the Night School.

## Why a Good Resident School Is The Best Place to Learn.

It often happens that young men before taking up the study of telegraphy and station work try to find out through agents and operators who learned on the railways before schools were started, whether it is possible to learn telegraphy in a school, and invariably they are told that they cannot learn it. The main reason for this is that most all agents and operators belong to the Union of the "Order of Railroad Telegraphers," and they are not to teach the art to anyone, nor to allow students in their office without permission from the railway. Under these conditions they discourage anyone from taking up the studies.

We do not take any issue with the Unions, either for or against, because we consider if a young man wishes to belong to a Union that is his business, not ours, but so far as learning telegraphy is concerned, there isn't any difference between the telegraphy here in the school and on the railway. We devote our entire time to instruction work in station duties, and a person would naturally make more progress here than he would loafing around a station and assisting the agent in all the various odd jobs that are to be attended to, such as lighting the lamps, delivering freight from the warehouse, carrying in coal to the heaters, sweeping off the platform, etc. When you can learn in this school in six months, it doesn't pay to spend years in some station.

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### Learn in a Good Telegraph School

"I believe telegraphy can be taught in a school better than it has ever been taught in offices, \* \* \* and it would come to this, that the college telegrapher would rank higher, five years hence, than the men who are learning telegraphy as I did thirty-five years ago—by hanging around and picking it up haphazard, and having to unlearn in the concluding year of apprenticeship a good deal that was learned in the first year. I have lived with the problem a great many years, and those who have thought most on this subject, as far as I have been able to judge, feel just as I do about it."

WALTER P. PHILLIPS,  
Ex-Manager United Press Association.

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### A PRACTICAL MAN'S ADVICE

"A school under the direction and supervision of a competent teacher of Telegraphy is without doubt the best place to learn the business. On account of being specially instructed in their interests, the students would naturally be better equipped for their work, and would be of greater value to the railway companies. Telegraphy offers better opportunities for advancement than any other trade or profession."

E. DICKENSON, Third Vice-Pres. and Gen. Man., K.C., M.&O.R.R.

## Rates and General Information.

**TUITION FEES**—The rates for the different courses are given on the Price-List enclosed, under plan numbers, and an application form is attached which is to be filled out to become a student.

**BOARD AND ROOM**—This may be secured in private families close to School for \$4.50 or \$5.00 per week. We refer you to these places upon your arrival here. Students coming from outside points will be met at station, if necessary.

**TEXTBOOKS**—Cost extra. Station Agents, \$5.00; Telegraphy, Tickets and Baggage, \$4.00; Telegraphy, \$3.00; Freight, Ticket and Baggage, \$2.00; Freight or Ticket, \$1.00.

**TIME TO QUALIFY**—The average time for Telegraphy or Station Agent's Course in Day School is six months. In Night School, nine months. By Home-Study methods, one year. Some students finish in much less time, but it depends a great deal upon the student and the interest taken.

**DIPLOMAS**—Handsome Diplomas are issued to graduates upon passing the final examination in the Railway Rules, and a 28 word speed test in Telegraphy. These Diplomas are passports to good positions.

**OFFICE HOURS**—9 a.m. to 5 p.m. daily except Saturday, when office closes at 1 p.m. Open evenings on Monday, Wednesday and Friday, from 7 to 9 p.m.

**ORIGIN AND PURPOSE**—School established in 1900 to meet the growing demand for an institution devoted entirely to Railway Station work. Its purpose is to train young men between the ages of 16 and 35 to fill positions in station service of Canadian Railways, and to train young women for Commercial Telegraphers.

**COST IS SMALL**—The cost of a complete course with us is small in comparison with the returns received, or in comparison with learning a trade or profession. It usually takes four years to learn a trade, at the end of which time you do not make as much money as a telegraph operator would make after six months' study. On an investment of \$200.00 (which will cover a six months' course in telegraphy and six months' board) the returns are \$780.00 a year to begin with. On an investment of \$250.00 (which will cover a six months' course in Station Agent's work, including board) the returns are between \$850.00 and \$1200.00 yearly, in addition to free house, coal, etc. You have to spend money to make money and you cannot spend it in any other way that will bring you such quick results.

## Partial List of Students Placed in Positions.

If others have made good, so can you.

Name.	Employed with.	Place.
W. McRoberts.....	C.P.R.	Flesherton.
H. S. Millen.....	G.N.W. Tel.	Hamilton.
Orlo Johnson.....	C.N.O.	Toronto.
D. J. Sinnamon.....	G.T.R.	Elmvale.
M. Nash.....	C.N.O.	Delisle, Sask.
Ellis V. Watt.....	C.P.R.	Byng Inlet.
W. E. McLean.....	G.T.R.	Concord.
E. H. Winfield.....	"	Orillia.
A. McDonough.....	"	Orillia.
Maurice Watt.....	"	King.
M. Lichty.....	"	Windsor.
Chas. Oehm.....	C.P.R.	Heron Bay.
M. Cruickshank.....	"	Penetang.
Herbert Cooke.....	"	Bolton.
Thos. Braiden.....	G.T.R.	Newmarket.
Robt. Green.....	"	Orillia.
E. J. Riedel.....	C.P.R.	Regina.
Geo. T. Perry.....	G.T.R.	Walkerton.
Miss A. Hines.....	"	Huntsville.
Thos. Negro.....	G.N.W. Tel.	Toronto.
W. Litchfield.....	G.T.R.	Allandale.
E. Hammond.....	"	Collingwood.
E. Hemingway.....	C.P.R.	Bobcaygeon.
M. Orth.....	G.T.R.	King.
C. P. Caughey.....	"	Barrie.
W. Thompson.....	"	Huntsville.
Wm. Brethour.....	"	Lefroy.
Geo. A. Thompson.....	"	Ailsa Craig.
Earl Gaunce.....	C.P.R.	McLeod, Alta.
D. S. Cooper.....	"	Balgonie, Sask.
Wm. Pickford.....	G.T.R.	Meaford.
J. Grimes.....	"	Penetang.
H. A. Stephenson.....	"	Powassen.
H. J. Adams.....	C.P.R.	Elora.
A. J. Kendrick.....	"	Windy Lake.
E. J. Shultz.....	"	Byng Inlet.
R. J. Shannon.....	"	Parry Sound.
Wm. Carroll.....	"	Azilda.
C. H. Ward.....	G.T.R.	Milton.
Robt. Smith.....	C.P.R.	West Toronto.
E. R. Hales.....	"	Romford Jct.
J. E. Martin.....	"	Moore Lake.
Thos. Fawcett.....	G.T.R.	Larchwood.
R. J. Heard.....	C.P.R.	Eau Claire.
F. Soules.....	"	Copper Cliff.
W. N. Hamilton.....	"	Bisco.
S. Boyles.....	"	Romford Jct.
H. A. Tiers.....	"	Ridout.
J. E. Lamb.....	G.T.R.	Durham.

**We Guarantee Results.**

## STUDENTS PLACED IN POSITIONS—Continued.

with.	Place.	Name.	Employed
A. Moore .....	C.P.R.	.....	Bonfield.
A. J. Cakebread .....	"	.....	Sudbury
Bruce Davis .....	"	.....	Copper Cliff.
Austin Cline .....	"	.....	Bathurst.
W. J. Allan .....	C.N.O.	.....	Sparrow Lake.
Russell Cudmore .....	G.T.R.	.....	Bronte.
Wm. Cluff .....	C.N.O.	.....	Ridout Jct.
R. W. Henderson .....	"	.....	Richmond Hill.
J. D. McMillan .....	C.P.R.	.....	Parkdale.
T. H. Snyder .....	"	.....	Hungerford.
J. E. Flett .....	"	.....	Maberley.
H. J. Smith .....	"	.....	Mountain Grove
H. E. Herod .....	G.T.R.	.....	Riverdale.
R. Wesley .....	C.P.R.	.....	Port Burwell.
T. H. Fox .....	"	.....	North Bay.
S. J. Beatty .....	"	.....	Grassett.
W. H. Murney .....	"	.....	Alliston.
Robt. Hall .....	"	.....	Pogma.
H. Upton .....	"	.....	Coldwater Jct.
F. W. Bartholomew .....	"	.....	Redlite.
J. Morrow .....	"	.....	Muskoka.
A. R. Endersby .....	"	.....	Muskoka.
A. Hewitt .....	G.T.R.	.....	Muskoka.
G. R. Fleming .....	C.P.R.	.....	Middleton.
U. J. Mangan .....	"	.....	Winnipeg, Man.
H. Willmott .....	"	.....	Helma.
H. Annis .....	G.T.R.	.....	Merriton.
R. E. Newman .....	"	.....	Harrisburg.
G. L. Wallace .....	"	.....	Ingersoll.
L. Arbogast .....	C.P.R.	.....	Schrieber.
W. D. Hay .....	G.T.R.	.....	Kingscourt Jct.
L. Caldwell .....	C.P.R.	.....	Schrieber.
D. E. Jackson .....	G.T.R.	.....	Rockwood.
C. Blackmore .....	C.P.R.	.....	Sudbury.
J. W. Whittle .....	G.T.R.	.....	Allandale.
W. H. Smith .....	"	.....	Allandale.
F. E. Whiteman .....	G.T.R.	.....	Allandale.
J. W. Gillies .....	C.P.R.	.....	Hanover.
A. Dewhurst .....	G.T.R.	.....	Drumbo Jct.
J. Toft .....	"	.....	Ridgeway.
Geo. W. Miller .....	"	.....	Copetown.
W. Mainprize .....	C.P.R.	.....	Leaside Jct.
C. J. Flett .....	"	.....	Peterboro.
W. J. Oates .....	G.T.R.	.....	Meaford.
N. Mutch .....	C.N.O.	.....	Colborne.
G. W. Deyell .....	C.P.R. Fgt. Office.	.....	Toronto.
Frank Ferguson .....	C.P.R.	.....	Teeswater.
S. Patterson .....	"	.....	Brampton.
W. A. Walker .....	"	.....	Neepawa, Man.
Fred. Duncan .....	"	.....	Harriston.
C. Farrell .....	C.P.R. Tkt. Office.	.....	Toronto.
A. D. Stewart .....	C.P.R.	.....	Central Ontario.
W. J. Pengelly .....	G.T.R.	.....	Brantford.
John Dwyer .....	C.P.R.	.....	Nestonville.
A. E. Johns .....	G.T.R.	.....	Dumfries.

We Guarantee Results.

## STUDENTS PLACED IN POSITIONS—Continued.

Name.	Employed with.	Place.
A. W. Gurney.....	C.P.R.....	Schreiber.
J. H. Patterson.....	C.P.R.....	Chapleau.
R. Langdon.....	".....	Chapleau.
J. Gauvin.....	".....	Chapleau.
T. D. Martin.....	".....	Brampton.
I. D. Lanoue.....	".....	Caradoc.
F. Hatcher.....	C.P.R. Fgt. Office.....	Toronto.
W. H. Parr.....	".....	Toronto.
R. Meikle.....	".....	Toronto.
J. C. Monture.....	".....	Toronto.
F. W. Denney.....	".....	Toronto.
L. Deveau.....	".....	Parkdale.
F. G. Martin.....	C.P.R. Tkt. ".....	No. Toronto.
E. Birtwistle.....	C.P.R.....	MacTier.
Percy Jarvis.....	".....	Parkdale.
G. C. Petheran.....	G.T.R. Union Station.....	Toronto.
E. Mayville.....	C.P.R.....	Wingham.
E. A. Bunting.....	C.P.R. Fgt. Office.....	Toronto.
R. G. Vannatter.....	G.T.R.....	Burk's Falls.
R. Jackson.....	C.P.R. Fgt. Office.....	Toronto.
B. Frautz.....	Marconi Wireless.....	Toronto.
J. C. Monture.....	".....	Toronto.
Thos. Ives.....	".....	Toronto.
A. L. Johnston.....	G.T.R.....	Alliston.
Bert Stone.....	".....	Alliston.
T. P. Ceasar.....	Marconi Wireless.....	Toronto.
H. W. Martin.....	C.P.R. Fgt. Office.....	Parkdale.
F. Quinn.....	G.T.R. Fgt. Office.....	Toronto.
S. Groat.....	G.N.W. Tel.....	Toronto.
Miss Thompson.....	".....	Cobourg.
W. R. Bowler.....	C.N.R.....	Toronto.
E. Shennan.....	C.P.R. Fgt. Office.....	Toronto.
C. D. Hurst.....	C.N.R.....	Yarker.
A. E. Peck.....	C.P.R. Car Checker.....	Toronto.
Fred Martin.....	C.P.R. Fgt. Office.....	Toronto.

**EDWARD BIRTWISTLE, MacTier, Ont, writes:—**

Since taking this position that you secured for me, I have realized more than ever the good, sound, practical teaching and good advice I received from both yourself and teachers. If a person will only follow out the methods outlined by you, he is bound to get results. I have found them real practical, and I am sure they give a man a good sensible training for the work he is to enter upon.

I have, therefore, not the least hesitation in recommending your methods to any person, and if he follows the instruction under your supervision, he is bound to get results.

Although my course is not yet completed, this position makes the fourth you have offered to me. That surely is proof of the sincerity of your School, and I desire to thank you and your teachers for all the interest and help given to me. If I can be of any service to you in any way whatever, I shall be delighted.

**W. G. BROWNLEE, General Transportation Manager, G. T. Ry., Montreal, writes:—**

Telegraphers entering the service are required to sell tickets, and are promoted to Day Operators and Ticket Agents. Besides, they must have a knowledge of the Freight work before taking charge of a station. These positions pay good salaries.

## Different Ways to Study.

(SEE PRICE LIST).

The regular ways to study the course is either in the **Day School**, **Night School** or **Home-Study**, but a great number take up the Home-Study and afterwards come to Day or Night School. These various ways enable you to study when your time permits. (See price list enclosed.)

If you can afford the Day School, it is by far the best way, for in six months' time you can be qualified and ready for a position (see Plan 5 of price list). Should you desire to come to Day School, at some future time, you should by all means enroll for the Home-Study Course **now**, read the books if nothing more, and afterwards enter the School. This method will save you time and expense. (See Plan 1 of price list.)

If you cannot come to Day School at all, and desire to study Telegraphy or Station Agents' course, you should enroll under Plan 3. Students working in Toronto usually enroll under Plan 2 or Plan 9. Under Plan 2 you have the advantage of the complete course for the one price at the same monthly rate as if you were only taking Telegraphy alone.

## Unlimited Term Course The Best.

It is best to enroll for an unlimited term course, as you receive instruction until qualified for the **one price**. By referring to the price list which is enclosed, or which accompanies our letter, you will notice these plans are shown under Plan 2, 3 and 4. In the Day School Plan 4 is exactly \$10.00 more than Plan 5, that is, you pay a flat rate of \$10.00 more than the price of a six months' Day Course, but you have the advantage of attending the Day School until qualified, or you may attend Day and Night both. Naturally by attending Night School as well, you ought to get through the course in less time.

**SCHOOL HOURS:** The Day School hours are from 9.30 to 4, every day excepting Saturday, when the students have the privilege of using the instruments until 12 o'clock noon. Night School hours are from 7.30 to 9.30 p.m. Mondays, Wednesdays and Fridays. **The office is open these evenings.** The School is open the entire year, and students may enter at any time.

## How to Enroll for a Course.

An Application Form is attached to the Price-List of the various courses, and students are required to fill this out for the course desired. Upon receipt of the Form with your remittance, your class letter and number, and the first and second instruction books are mailed, so even if you are coming to Day School, you will have the advantage of reading up the instructions previous to entering. If you are coming to Night School, mail or hand in your application, and study at home one week or more previous to starting. Our plans enable you to study any way your time permits. **Fill out the Form now for the course you desire—it will be your first step towards bettering your position.**

## Railway Officials who have Endorsed the Work of the Dominion School of Tele- graphy and Railroading, Toronto, Ont.

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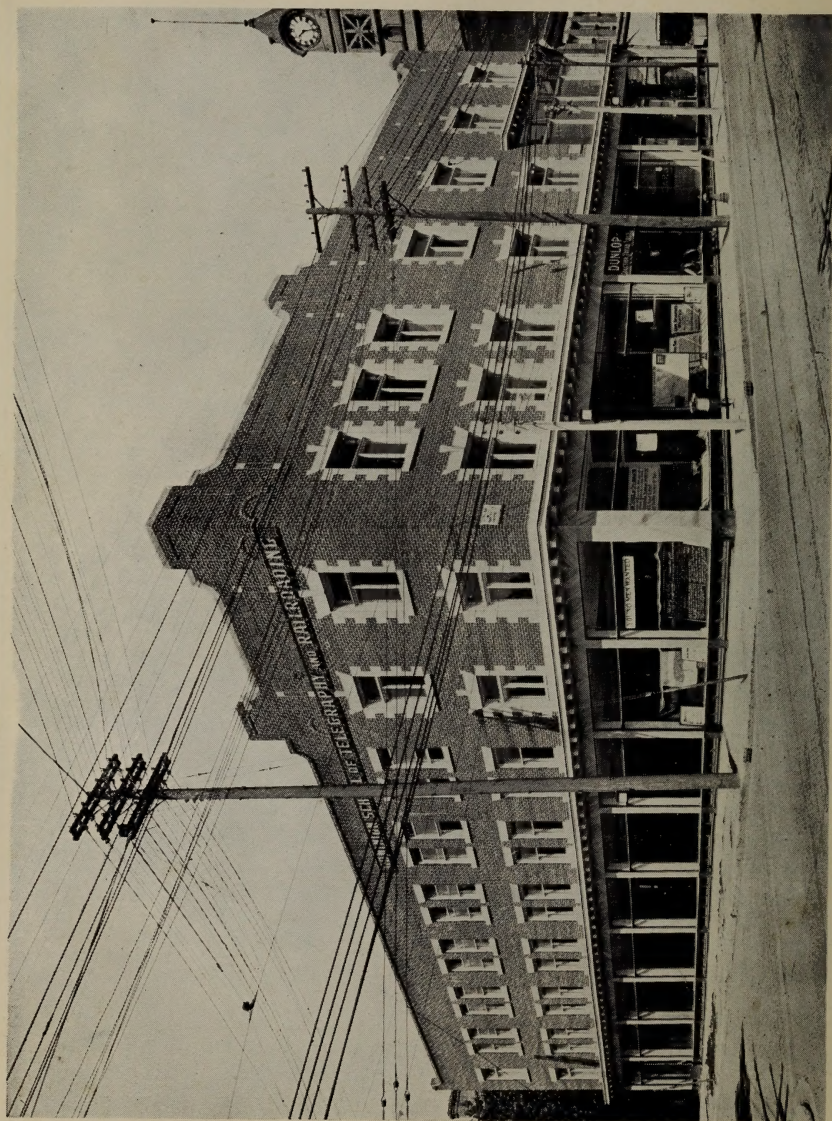
- George Bury—Vice-President, C.P.R., Montreal.  
A. Price—Assistant General Manager, C.P.R., Eastern Lines, Montreal.  
D. C. Coleman—Assistant General Manager, C.P.R., Western Lines,  
Winnipeg.  
W. B. Lanigan—Assistant Freight Traffic Manager, C.P.R., Winnipeg.  
A. C. Shaw—General Passenger Agent, C.P.R., Winnipeg.  
A. Wilcox—General Superintendent, C.N.R., Winnipeg.  
C. E. Friend—General Auditor, C.N.R., Winnipeg.  
A. J. Hills—General Superintendent, C.N.R., Toronto.  
A. Hatton—General Superintendent, Car Service, C.P.R., Montreal.  
C. Murphy—General Superintendent, C.P.R., Winnipeg.  
J. T. Arundel—General Superintendent, C.P.R., Toronto.  
W. S. Wilson—Superintendent Transportation, G.T.R., Toronto.  
G. T. Rooke—Inspector Transportation, C.P.R., Toronto.  
D. Coons—Superintendent, C.P.R. Telegraph Co., Moose Jaw, Sask.  
T. R. Flett—Superintendent, C.P.R., Winnipeg.  
J. K. Savage—Superintendent, C.P.R., Regina, Sask.  
M. B. Murphy—Superintendent, C.N.R., Fort Rouge, Man.  
J. G. Entwistle—Superintendent, C.N.R., Edmonton, Alta.  
W. Tansley—Superintendent, C.P.R., Kingston, Ont.  
P. J. Lynch—Superintendent, G.T.R., Allandale.  
J. B. Smith—Inspector Agencies, C.P.R., Montreal.  
W. Fulton—Assistant District Passenger Agent, C.P.R., Toronto.  
W. Moffatt—City Passenger Agent, G.T.R., Toronto.  
J. W. Crane—Chief Dispatcher, C.N.R., Saskatoon, Sask.  
W. J. Munro—Chief Dispatcher, C.N.R., Brandon, Man.  
C. E. Mansfield—Chief Dispatcher, C.P.R., Calgary, Alta.  
A. H. Mansfield—Chief Dispatcher, C.P.R., Brandon, Man.  
R. F. Chapman—Chief Dispatcher, C.P.R., Saskatoon, Sask.  
W. Killingsworth—Chief Dispatcher, C.P.R., London, Ont.  
H. R. McLellan—Chief Dispatcher, G.T.R., London, Ont.  
W. Culligan—Chief Dispatcher, G.T.R., Stratford.  
T. A. Rutherford—Train Master, G.T.R., Battle Creek, Mich.  
R. T. Moran—Chief Dispatcher, C.P.R., Schrieber.  
T. Mullins—City Passenger Agent, C.P.R., Toronto.  
D. J. Quinlan—Chief Dispatcher, G.T.R., Allandale.
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These references alone should convince you of the importance of enrolling with this School, for no other school can produce such endorsements.

## How to Find the School upon your arrival.

Take a Yonge street car, on the ground floor at Union Station, and ask Conductor to let you off at College street; then walk north on Yonge street one short block. The street car does not stop at Grenville street. Entrance to School is on Grenville street.



Home of the Dominion School of Telegraphy and Railroading (Cor. Yonge & Grenville Sts.), Toronto, Ont.

## The Morse Telegraph Alphabet

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	&	

## Numerals

1	2	3	4	5
6	7	8	9	0

## The Practical Punctuation Code

Period	Comma	Interrogation	Quotation
\$	Cents	Decimal	Fraction Line

# GOOD POSITIONS WAITING

For Young Men  
trained as

- Station Agents
- Telegraphers
- Freight and
- Ticket Clerks

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THE DOMINION  
—SCHOOL OF  
TELEGRAPHY  
—and—  
RAILROADING

Toronto, Ont.

